

Helderberg Valley Pop Warner Association, Inc.



P.O Box 341
Duanesburg, NY 12056
www.duanesburgpw.com

Helderberg Valley Pop Warner Association, Inc. By-Laws

Article I. Purpose

Section I. Mission Statement

The purpose of the Helderberg Valley Pop Warner Association, Inc. (HVPW) is to introduce, organize, encourage, and offer the youth of Duanesburg, Berne-Knox-Westerlo, Schoharie and Middleburgh the opportunity to participate in an additional recreational, scholastic, and athletic program, introducing them to the sports of football and cheerleading. HVPW will also help to develop and enhance individual self-confidence, discipline, respect, honesty and the importance of team cooperation and self-reliance, for our youth. In addition, our goal is to strengthen family and school communications and values and overall community involvement, while reinforcing the positive benefits of health and fitness to our youth regardless of race, creed, gender or national origin.

Section II. Achievement of Purpose

To achieve this purpose, the Helderberg Valley Pop Warner Association, Inc. will organize, operate and provide a supervised program of competitive play pursuant to the rules and regulations as established within these By-Laws together with Pop Warner Little Scholars, Inc.

Article II. Organization

Section I. Organization

This organization shall be known as the Helderberg Valley Pop Warner Association, Inc. and herein after, for the purpose of this document, referred to as "HVPW". Wherever listed, HVPW will represent football and cheer activities.

Section II. Incorporation

The HVPW shall be incorporated pursuant to the Membership Corporation Law of the State of New York.

Section III. Official Addresses - Boundaries

The principle address of this association shall be: P.O. Box 341, Duanesburg, New York 12056.

The principle email address of HVPW shall be: info@duanesburgpw.com

The principle operation of this association shall be in boundaries set by Capital District Pop Warner Football Federation, under the guidelines of Pop Warner Little Scholars, Inc.

Section IV. Conduct

HVPW shall conduct meetings and organize activities, as set forth in the HVPW By-Laws.

Article III. Membership

Requirements for membership in this association and the privileges of membership in this association shall be any person registered within this association, or any person holding title on the Executive Board or General Board or as a non-parental or lifetime member and abiding by rules and regulations governing set forth by this association.

No person or persons associated with HVPW including elected officers, coaches and volunteers will be approved in any capacity without first completing a NYS background check in accordance with the National Pop Warner Incorporated Guidelines. In addition all officers, coaches and volunteers are to complete Pop Warner's Risk Management training and sign and abide Pop Warner's Code of Conduct.

Section I. Football or Cheerleader Player Membership

Player membership of HVPW:

- A. Any youth regardless of gender, meeting the requirements of Pop Warner Little Scholars, Inc. may participate in the HVPW program; the participants will not receive any other special rights or privileges in HVPW and will not be entitled to any other rights or privileges in this association.
- B. Player members must be in good academic standing throughout the HVPW season in accordance with Pop Warner Little Scholars, Inc. and school's local officials to participate.
- C. Player members must be in good physical condition, complete an official doctor's physical and notify HVPW of any and all health conditions that would interfere with his/her participation.
- D. Player members should refrain from using all tobacco, alcohol, and/or drugs not prescribed by a physician.
- E. Player members must review and sign an HVPW "Player Contract" at the start of the season and adhere to the rules of this contract during the entire season.

Section II. Football or Cheerleader Player Termination

Termination of a player member shall be in the following manner:

- A. Individual's right of choice.
- B. The decision of the Executive Board and General Board adhering to the following rules:
 1. First written notice will be given to a participant whose actions are found to be unfavorable and detrimental to HVPW program.
 2. In the event that a second notice is necessary, a special meeting including the Executive Board and General Board will be called to review the termination of this participant.
 - a. The participant and/or participant's legal guardian, against whom the complaint was lodged, will be allowed to address the HVPW Board. Witnesses can be called by the participant, participant's legal guardian, and/or the party filing the complaint. It will be the understanding that those witnesses are also subject to questions by the HVPW Board or person bringing the complaint.
 - b. If the said complaint is brought by a board member, that Board Member will not be allowed to sit on the board during this proceeding.
 - c. The Secretary, being a member of the Executive Board, shall keep the minutes of said meeting. If the Secretary is the person that has filed the complaint, the Vice President will be responsible for taking the meeting notes.
 - d. The HVPW Board will review the complaint, listen to all parties and testimonies, and will make an informed decision based on all the information provided. The decision will be made final one (1) week from the meeting that it was presented.
 - e. If the complaint is criminal in nature, then the HVPW Board at its own discretion can temporarily suspend the HVPW participant if proceedings have not been completed at which time a review will be made with the participant in questions.

Section III. Parental or Guardian Members

Any person legally responsible for any youth participating in this association, registered, in good standing and willing to abide by all rules of HVPW, Pop Warner Little Scholars, Inc., and Capital District Pop Warner Football Federation. Every parent/guardian must review and sign an HVPW "Parent/Spectator Contract".

Section IV. Non-Parental Members

Any person registered in good standing and willing to abide by all rules of HVPW, Pop Warner Little Scholars, Inc., and Capital District Pop Warner Football Federation.

Article IV. Meetings

Section I. Meeting Schedule

This association shall conduct regular monthly meetings by its board members, as deemed necessary by the Association Board, who shall appoint committees to help organize activities when needed as set forth in the HVPW by-laws. The date, place and time to be determined by the elected officers.

The Board shall, as needed, hold emergency or special meetings only when a majority of its board members are in attendance.

- A. A list of all regular Board of Directors meetings will be made available, showing the time and place of the meeting on a quarterly basis. This will be available on the HVPW website.
- B. If a holiday should fall on the said meeting day, or too close to this said meeting day, then the board shall decide and post a change of meeting date.
- C. If the weather permits the said meeting being postponed, the board shall decide and post a change of meeting date as they see appropriate. This information will be made available on the HVPW website.
- D. Board meetings are usually conducted with the Executive Board and General Board members in addition to every committee chairperson each month. If someone other than an HVPW Board Member or Committee Chairperson would like to attend our regularly scheduled meeting they should contact the President prior to the meeting they wish to attend.

Section II. Meeting Minutes

The agenda of HVPW meetings will be as follows:

1. Meeting called to order, roll call
2. Report, presentation to board by HVPW Committees Chairperson
3. Minutes of previous meeting read by the Secretary
4. The Treasurer will report on HVPW Finances
5. President's report
6. Vice President's report
7. Unfinished business
8. Coaches Reports – open to both head and assistant coaches
9. New Business
10. Board Voting on Committee proposals/recommendations
11. Open Discussion
12. Adjournment

Section III. Coaches Meetings

Coaches meetings will be held at the discretion of the Head Coaches in their respective division.

Section IV. Committee Meetings

Committee chairperson shall make arrangements for committee meeting dates, times and locations. The Chairperson shall provide the Executive Board and General Board with all meeting information. Executive Board President and/or Vice President(s) shall attend meetings at their discretion and/or whenever a situation should arise where their services are needed. Committees must submit all proposals and recommendations to the Executive Board and General Board for approval and voting on prior to initiation of proposal or recommendation. Committee Chairperson must attend monthly Executive Board and General Board meeting.

Section V. Pop Warner Meeting/Events

At any Pop Warner event where children are present, no tobacco or alcohol products shall be present or consumed. Any person found in violation of this policy will be:

1. First offense: Written warning from current President.
2. Second offense: Motion brought in front of the HVPW Board with intent of banishment from future HVPW meetings/events.

Article V. Officers

This association shall be governed by an Executive Board of Officers. The title of each Executive Board officer's shall be: President, Vice President Football, Vice President Cheer, Secretary, and Treasurer. Eligibility requirements to serve in such titles are: be a member in good standings within this association, have held a General Board position or such title(s) the previous season. The term of these positions is listed below. Should one of the Vice President positions not be filled at the time of elections, then a General Board Member position shall be made available for that season.

This association shall also be governed by General Board Members. These positions are for a one (1) year term effective January 1st to December 31st of the same year. General Board Member positions also include that of Football Coordinator and Cheer Coordinator.

Section I. Organization Chart of Executive Board Officers

The HVPW Executive Board officers shall consist of: President, Vice President Football, Vice President Cheer, Secretary, and Treasurer. The officers will be elected by the Executive Board Officers and General Board Members at the annual December general membership meeting. The total number of Executive Board Officers shall be seven (7) and the total number of General Board Members will be three (3), completing a board of ten (10) members.

1. The term of office shall be for:
 - a. President: two (2) year term and one (1) consecutive year after term as a General Board Member.
 - b. Vice President Football and Cheer: two (2) year term and one (1) consecutive year after term as a General Board Member.
 - c. Secretary: one (1) year term and one (1) consecutive year after term as a General Board Member.
 - d. Treasurer: two (2) year term and one (1) consecutive year after term as a General Board Member.
 - e. All appointed General Board Members will be required to service a minimum of a one (1) year term. The term will begin on January 1st and expire on December 31st of the same year.
 - f. General Board Member positions will also include Football Coordinator and Cheer Coordinator.
2. A nominating committee appointed by the President at the September membership meeting will solicit and prepare a slate of candidates to be presented to the Executive Board and General Board at the November meeting for review.
3. The election of officers will be held at the December meeting where candidates will be presented again and voted on by the Executive and General Board Members. All votes will be cast in written ballot form. All appointments go to a 2/3 vote by the Executive Board and General Board, and this is a final ruling

Section II. President's Duties

1. The President shall perform all duties set down in the By-Laws.
2. The President shall be the Chief Executive Officer of this association.
3. The President shall preside over all association meetings.
4. The President shall attend monthly Capital District Pop Warner Meetings as scheduled by CDPW.
5. The President shall attend any and all HVPW Committee Meetings.
6. The President shall provide a meeting agenda to all Board Members prior to the next meeting date.
7. The President shall have the power to observe all functions of this association as deemed necessary and shall oversee the responsibilities of the entire Board.
8. The President shall oversee registrations and scheduling of registration days.
9. President shall help solicit head and assistant coaches for football and cheer and shall monitor the certification of coaches, commissioners, Board Members and volunteers. President shall present to the Board the nominations for Head and Assistant Football and Cheer Coaches, Committee Chairperson, Commissioners, Team Parent and Volunteers to the Board for approval and voting by the July Board Meeting.
10. The President may attend any or call coaches meetings or meeting for HVPW's benefit, thought said President may be only an observer at coaches meetings.
11. The President shall have the authority to execute in the name of HVPW, such contracts as have been previously approved by the Board.
12. The President shall be assigned as a signer on the HVPW bank checking account.

13. The President has the authority to call an emergency or special meeting, or request coaches present to resolve a specific issue of importance.
14. Stipulation: This Board member shall not be a Head Coach on an HVPW Football or Cheer Team.

Section III. Vice President's Duties

Vice President of Football

1. The Vice President of Football will perform the duties assigned by the President as they relate to HVPW.
2. The Vice President of Football shall perform all President duties in the absence of the President pertaining to their office set down in the by-laws, shall oversee any approved committee when deemed necessary, and serve as a liaison for the Football Coordinator and Head Coaches of football teams on issues not covered by any other board officer's duties.
3. If for any reason the position of the Presidency becomes vacant the Vice President of Football will take the position of President effective immediately. The Vice President of Football will assume all duties bestowed upon the President and complete the term of the former President. At the next Board Meeting the current Board Members will elect a new Vice President of Football to complete the leaving Vice President of Football's term. The Vice President shall perform all duties as set down in the HVPW by-laws. Should for some reason there not be a candidate or a candidate qualified for the Vice President of Football position, then a General Board Member position shall be created to keep the total number of Board Members to ten (10)
4. The Vice President of Football shall attend any and all HVPW Committee Meetings.
5. The Vice President of Football shall oversee registrations and scheduling of registration days.
6. The Vice President of Football shall help solicit head and assistant coaches for football and shall monitor the certification of coaches, commissioners, and volunteers. The Vice President of Football shall present to the President the nominations for Head and Assistant Football, Committee Chairperson, Commissioners, Team Parent and Volunteers to the President for approval by the 1st of July to prepare for approval and voting at the July Board Meeting.
7. The Vice President of Football can attend monthly Capital District Pop Warner Meetings as scheduled by CDPW should the President not be available to attend.
8. The Vice President of Football and the Football Coordinator will work together to coordinate all aspects of the HVPW football program.
9. The Vice President of Football shall oversee all football matters, shall serve as liaison for football teams on issues not covered by any other board officers duties.
10. Stipulation: This Board member shall not be a Head Coach on an HVPW Football or Cheer Team.

Vice President of Cheer

1. The Vice President of Cheer will perform the duties assigned by the President as they relate to HVPW.
2. The Vice President of Cheer shall perform all President duties in the absence of the President pertaining to their office set down in the by-laws, shall oversee any approved committee when deemed necessary, and serve as a liaison for the Cheerleading Coordinator and Head Coaches of Cheerleading teams on issues not covered by any other board officer's duties.
3. The Vice President of Cheer shall attend any and all HVPW Committee Meetings.
4. The Vice President of Cheer shall oversee registrations and scheduling of registration days.
5. The Vice President of Cheer shall help solicit head and assistant coaches for Cheer and shall monitor the certification of coaches, commissioners, and volunteers. The Vice President of Cheer shall present to the President the nominations for Head and Assistant Cheer Coaches, Committee Chairperson, Commissioners, Team Parent and Volunteers to the President for approval by the 1st of July to prepare for approval and voting at the July Board Meeting.
6. The Vice President of Cheer can attend monthly Capital District Pop Warner Meetings as scheduled by CDPW should the President or Vice President of Football not be available to attend.
7. The Vice President of Cheer and the Cheer Coordinator will work together to coordinate all aspects of the HVPW cheer program.
8. The Vice President of Cheer shall oversee all cheerleading matters, shall serve as liaison for cheerleading teams on issues not covered by any other board officers duties.
9. Stipulation: This Board member shall not be a Head Coach on an HVPW Football or Cheer Team.

Section IV. Secretary's Duties

1. The Secretary will perform all duties assigned to them in accordance with HVPW by-laws.
2. The Secretary will record all meeting minutes that pertain to HVPW, these minutes will be transcribed into a legible format for current Board Members.

3. The Secretary will be responsible for keeping and updating a list of all board members to include title, address and phone numbers.
4. The Secretary shall be responsible for coordinating all meeting dates, locations and meeting reminders to board members in addition to providing information to web designer to post on website.
5. The Secretary shall oversee registrations and scheduling of registration days.
6. The Secretary will perform the duties assigned by the President as they related to HVPW.
7. Stipulation: This Board member shall not be a Head Coach on an HVPW Football or Cheer Team.

Section V. Treasurer's Duties

1. The job of the Treasurer will be to keep accurate financial records for HVPW and receive and safely keep all funds of the association, shall pay out the same on order of the President as approved by the Board.
2. The Treasurer will give a report at each Board Meeting and discuss any issues that pertain to the financial state of HVPW. The Treasurer will answer any questions to the best of their knowledge from current Board members that pertain to the financial needs of HVPW.
3. The Treasurer will not disburse any funds from HVPW account without obtaining approval by the Board Members. No funds will be disbursed without a written bill and a signed receipt.
4. Two signatures will be authorized for check writing and will be reviewed by the current Board Members. The Treasurer and the President will be assigned as signers on the HVPW bank checking account.
5. All checks will be accepted if made payable to HVPW or endorsed to HVPW.
6. The Treasurer will post a written report through email for the current Board Members to review prior to upcoming Board Meetings.
7. The Treasurer will perform the duties assigned by the President as they relate to HVPW.
8. Stipulation: This Board member shall not be a Head Coach on an HVPW Football or Cheer Team.

Section VI. Football Coordinator

1. Football Coordinator shall perform all duties pertaining to their office set down in the by-laws.
2. Football Coordinator will work in conjunction with the Vice President of Football (or should their not be someone to fill this position then work with the President) to organize and maintain an HVPW football program.
3. Football Coordinator shall oversee registrations and scheduling of registration days.
4. Football Coordinator shall organize and set up the season player placement and give recommendations to the board.
5. Football Coordinator shall solicit head coaches for football and provide information to the President or Vice President of Football. Football Coordinator shall monitor the certification of coaches, commissioners and required Head Coaches on-line training course required by CDPW.
6. Football Coordinator shall be responsible for coordinating special football team activities and presenting them to the association board for approval.
7. Football Coordinator shall be responsible for all Football Equipment. Must present to the Board what items are needed to be purchased for the season and what items need to be repaired. Must be responsible for distribution of equipment, tracking and arranging for return of equipment at the time participate quits or ends the season.
8. Football Coordinator shall perform duties assigned by the President.
9. Stipulation: This Board member shall not be a Head Coach on an HVPW Football or Cheer Team.

Section VII. Cheerleading Coordinator

1. Cheerleading Coordinator shall perform all duties pertaining to their office set down in the by-laws.
2. Cheerleading Coordinator will work in conjunction with the Vice President of Cheer to organize and maintain an HVPW cheerleading program.
3. Cheerleading Coordinator shall oversee registrations and scheduling of registration days.
4. Cheerleading Coordinator shall oversee participant placement and give recommendation to the association board.
5. Cheerleading Coordinator shall solicit head coaches for cheerleading, shall monitor the certification of coaches including Head Coaches training as required by CDPW.
6. Cheerleading Coordinator shall be responsible for coordinating special cheer team activities and presenting them to the association board for approval.
7. Cheerleading Coordinator shall be responsible for all Cheer Equipment. Must present to the Board what items are needed to be purchased for the season and what items need to be repaired. Must be responsible for distribution of equipment, tracking and arranging for return of equipment at the time participate quits or ends the season.

8. Cheerleading Coordinator shall perform duties assigned by the President.
9. The Cheerleading Coordinator shall attend monthly Capital District Pop Warner Meetings as scheduled by CDPW.
10. Stipulation: This Board member shall not be a Head Coach on an HVPW Football or Cheer Team.

Section VIII. Transition of Officers

The departing officer will return all HVPW documents to the newly elected Officer no later than December 31st of the current calendar year.

Section IX. General Board Members

This association shall also be governed by General Board Members. These positions are for a one (1) year term effective January 1st to December 31st of the same year.

The total number of General Board Members shall be a maximum of three (3), unless there is a Vice President Executive Board position left vacant, then an additional General Board Member position will be available.

Section X. Committees

General Board Members may preside over a committee and be the liaison between the committee and the Board. Committees assigned by HVPW include:

1. Fundraising/Sponsorship: shall perform all duties pertaining to their office set down in the constitution and by-laws, shall establish committee under supervision of the Executive Board, shall schedule fund raising, shall table all proposals for vote, shall maintain accountability records, shall supervise all fund raising, shall table all proposals and committee chairperson shall present at board meetings, and other duties as assigned by the Executive Board. All monies that are collected by this committee must be turned over to the HVPW Treasurer's within ten (10) days of receipt of funds to deposit into our bank account.
2. Events – Homecoming/Banquets and Awards Ceremony, etc.: shall perform all duties pertaining to their office set down in the constitution and by-laws, shall establish banquets / awards / committees under the supervision of the Executive Board, shall be responsible to schedule and the supervision of pictures, shall proposal and supervise trophy / awards, shall table all committee proposals and committee chairperson shall present at board meetings, and other duties as assigned by the Executive Board. All monies that are collected by this committee must be turned over to the HVPW Treasurer's within ten (10) days of receipt of funds to deposit into our bank account.
3. Concession: shall perform all duties pertaining to their office set down in the constitution and by-laws, shall keep inventories and purchases for concession, shall schedule concession volunteers, shall coordinate with teams for volunteers to help at practices, games and events, shall establish concession menu and prices, shall table any concession proposals and committee chairperson shall present at board meetings, and other duties as assigned by the Executive Board. All monies that are collected by this committee must be turned over to the HVPW Treasurer's within ten (10) days of receipt of funds to deposit into our bank account.
4. Apparel : shall perform all duties pertaining to their office set down in the constitution and by-laws, shall keep inventories and purchases for apparel, shall schedule apparel sales volunteers, shall coordinate with teams for volunteers to help with sales at practices, games and events, shall establish apparel sales listing and prices, shall table any apparel proposals and committee chairperson shall present at board meetings, and other duties as assigned by the Executive Board. All monies that are collected by this committee must be turned over to the HVPW Treasurer's within ten (10) days of receipt of funds to deposit into our bank account.
5. Volunteering (Manage all volunteering duties that are required for the season): shall perform all duties pertaining to their office set down in the constitution and by-laws, shall recruit volunteers for all teams for game commissioners, statisticians, spotters, chains, shall oversee certification, shall train new commissioners, shall review paperwork, shall supervise all volunteers during the season, shall table all volunteer proposals and committee chairperson shall present at board meetings, and other duties as assigned by the Executive Board.
6. Little Scholars Coordinator: shall perform all duties pertaining to their office set down in the constitution and by-laws, shall review scholastic grades, shall promote little scholars programs and Eagle Scholars program, shall complete little scholars paperwork, shall aide little scholar candidates, shall update board on scholastic concerns, and shall be present at

board meetings, and other duties as assigned by the Executive Board. Shall present awards to individuals at annual HVPW banquet in addition to attend CDPW Little Scholars awards ceremony.

Section XI. Termination of Executive or General Board members shall be:

- A. By individual resignation.
- B. By the expiration of the term of office
- C. By a special hearing conducted by the governing board concerning violations of any rules and regulations that are established or adhered to by this association on matters that are deemed detrimental to this association or its participating youths.
- D. By a special hearing conducted by the governing board concerning negligence of duties by elected officers of titles.

Section XII. Hearings

Hearings of any nature shall be conducted by Executive and General Boards.

- A. The President shall preside as the chairperson of all hearings.
- B. The Secretary shall record the minutes of all hearings.
- C. The President shall appoint a hearing committee from the elected board members to investigate, interview, and rule by majority vote on all hearings.
- D. The hearing committee must consist of at least three board members, but must consist of an odd number of officials for the hearing committee.
- E. The hearing committee for the duration of a hearing shall each have the power of one vote, for hearing decisions.
- F. Any board members lodging a complaint or having a complaint lodged against them shall not be eligible to perform any duties in connection with a hearing they are involved in.
- G. Any board members lodging a complaint or having a complaint lodged against them shall have the right to request witnesses, any witness is also subject to questions by the hearing committee.
- H. All complaints and violations against non-board members shall be handled by means deemed appropriate by a majority vote of the governing boards.

Article VI. Laws, Duties and Amendments

Section I. By-Laws

- 1. The duties of the Board Members will be to review the By-Laws on an annual basis, at the November monthly meeting, permitting open discussion on possible amendments.
- 2. A 2/3's vote will be needed by the current Board members to present a proposal to amend the By-Laws. If a 2/3 vote is attained by the Board members the proposal goes to the current elected officers consisting of the President, Vice President of Football, Vice President of Cheer, Secretary, Treasurer, Football Coordinator, and Cheer Coordinator. A ¾ vote will be needed by these officers to amend the HVPW By-Laws. The By-Laws of HVPW can only be amended as stated above.
- 3. Any amendment proposed during the regular season shall be noted. Once properly researched will be presented at the November monthly meeting and voted on.
- 4. Power of Authority governing HVPW shall be the Executive Officers Board and the General Board Members. The Executive Officers shall hold a voting power of two votes per board seat; the General Board Members shall hold a voting power of one vote per board seat, on all votes within the association.

5. "Roberts Rules of Order" shall be the parliamentary authority on all matters not covered by the HVPW By-Laws.

Pop Warner Little Scholars, Inc., rules and regulations and those additional rules and regulations of Capital District Pop Warner Football Federation, and additional rules and regulations approved by Pop Warner Little Scholars, Inc. or Capital District Pop Warner Football Federation, are to be considered binding on this association.

In addition to the duties already set down in the By-Laws, both the Executive and General Board has the duty of seeing that this association does not willfully or accident go against any rules, regulations, or laws set down by:

- A. Criminal Law
- B. Civil Law
- C. Pop Warner Little Scholars, Inc.
- D. Capital District Pop Warner Football Federation

Article VII. Coaches

Section I. Head Coaches

The President, Vice Presidents and Coordinators will choose Head Coaches for all Divisions in HVPW, this appointment must be conveyed to the Executive Board and General Board Members for review, approval and voting. If it is deemed that more then 2/3 of the current Board members disagree with the appointment, the Coach's appointment goes to a 2/3 vote by the Executive Board, and this is a final ruling.

Section II. Assistant Coaches

The President, Vice Presidents and Coordinators will choose Assistant Coaches for all Divisions in HVPW, this appointment must be conveyed to the Executive Board and General Board Members for review, approval and voting. If it is deemed that more then 2/3 of the current Board members disagree with the appointment, the Coach's appointment goes to a 2/3 vote by the Executive Board, and this is a final ruling.

Section III. Cheer/Dance and Football Reports

The Board of Directors will report on the following topics semi annually.

1. Current Standings
2. Expansion\Future Outlooks
3. Equipment/Medical requirements

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